

**MEMORANDUM**

Ontario Public Service  
Employees Union

**OPSEU**



**SEFPO**

Syndicat des Employé-e-s  
de la Fonction Publique  
de l'Ontario

**TO:** All Presidents with members in the Ministry of Northern  
Development & Mines  
All Stewards in the Ministry of Northern Development & Mines  
**FROM:** Terry Baxter, OPS Supervisor/Negotiator  
**DATE:** October 26, 2004  
**SUBJECT:** **Ministry of Northern Development & Mines  
ERC Minutes – September 23, 2004**

Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the our Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

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Ministry ERC

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1-800-663-1070

**Ministry of Northern Development & Mines  
Ministry Employee Relations Committee**

**September 23, 2004  
159 Cedar Street, Deputy Minister's Boardroom  
Sudbury**

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**IN ATTENDANCE**

For the Union:  
Michel Lavoie  
Sylvie Valcourt  
Stephen George  
Faye Boucher (joined by t/c at 8:20 a.m.)

For the Ministry:  
Cleo Degagne  
Jonathan Barrett  
Ross Kelly  
Fred Lalonde t/c

Guests:  
Sue Lepage

Regrets:  
Norm Trowell

Recording Secretary:  
Donna Fillier

Management chaired the meeting that was called to order at 8:05 a.m.

**1. Adoption of the Agenda**

The Union requested the following be added:

Under Other Business:

- Shared Services Bureau – Update on Jobs
- Attendance Support Program
- Huntsville Office

Management requested the following be added:

Under Other Business:

- Paperless Paystubs

Item 5 should read LRC Realignment – Request for Joint Meeting – Job Postings

Remove agenda Item 7, as it is the same as Item 5.

**2. Business Arising from Previous Minutes**

**Health & Safety Policies for “Small” Offices** – Human Resources Management Committee endorsed the distribution of the guidelines to staff and committed managers to review with their staff during mid-year reviews. Sue Lepage has reviewed the comments from OPSEU and was pleased with the changes suggested. They will be incorporated into the document. The Committee was assured that managers are very aware of their responsibilities under the Health and Safety Act.

**Action: Management will provide OPSEU with an updated copy of the document.**

**Geoscience Labs** – The Union asked if Management was aware if staff's concerns have been addressed. Management replied there has been a staff meeting and a Human Resources Consultant was present to answer any HR related questions. Mainly, staff are looking to be kept informed as things move forward.

**Neureka** – On July 27<sup>th</sup> Ed Debicki, Ross Kelly, and Sue Lepage attended a meeting with the Neureka President, their Health & Safety representatives and ORC. The staff's concerns were raised and addressed. Corrective measures have been put in place regarding the incidents of the chlorine odour in the Lab and the transportation of hazardous materials. Neureka is considering an open house to put staff at ease. Management felt this was a good idea as there has been a lot of speculation and rumours about what is being done there.

*Post meeting note: Neureka open house arranged for Thursday, October 7, 2004.*

**Update on Geological Field Trips Led by Ministry Staff** – Guidelines have been developed for staff who bring people into the field. It was discovered there was a waiver developed a few years ago and this has been revised, passed through Legal and brought to MBS. This form could also be used by other Divisions. The Guidelines will be presented to the Health & Safety Committee and then made available to staff.

**Geoscientist's Problems with ETEC** – Management has looked into the problem of managers/supervisors not being able to include student's expenses on their own expense claims. This was how it was done in the past, but since the introduction of IFIS this is no longer acceptable. Students are supposed to file their own claim, but they don't have access to ETEC as students are not put on WIN. Management undertook to research how this is handled in other ministries and a best approach for the future.

**Action: Management to research and report at the next MERC meeting.**

3. **Status of Ontario Disabilities Act** – The Union requested if Management could supply them with a copy of the 2003-04 and 2004-05 plans.

**Action: Management will forward a copy of the plans to the union.**

**Post Meeting Note: attached are links to the two noted plans:**

2003/04 Plan [http://www.mndm.gov.on.ca/mndm/accessibilityplan0304\\_e.asp](http://www.mndm.gov.on.ca/mndm/accessibilityplan0304_e.asp)

2004/05 Plan [http://www.mndm.gov.on.ca/mndm/accessibilityplan0405\\_e.asp](http://www.mndm.gov.on.ca/mndm/accessibilityplan0405_e.asp)

4. **Update on Government Budgeting Process** – Management reported that instructions have not been forwarded to begin work.
5. **LRC Realignment** – The Union stated that at the last MERC meeting it was raised that the reporting relationship was going to change for some positions, but are now being told that the date has changed. What is the status? Management replied that there are a couple of managers positions that have to be filled before the reporting relationship can change. All staff were asked to attend a meeting in Sault Ste. Marie in October. The response was positive.

The Union requested a meeting with the four MERC chairs of the cluster and LRC management. They have requested that all new vacancies within the cluster be held in abeyance pending the implementation of this initiative. Positions should not be posted and filled before the realignment has been completed, as there may be qualified displaced staff that could be placed.

**Action: Sue Lepage will bring up at her next teleconference with the Cluster HR Advisory Group.**

6. **Filling Vacancies – Notifying Local Union President** – The Union reminded Management under Article 6.1.2, if they are filling a vacancy with a candidate who competed in a similar competition within the last 12 months, the Union must be notified ten working days prior to filling.

## 7. Other Business

**Shared Services Bureau – Update on Jobs** – As a result of the SSB realignment, Sudbury was one of the locations that benefited. Our Human Resources Branch was asked to help in the staffing of the 30 positions as we are physically located here. Testing has already taken place and interviews have been scheduled. The Union asked how MNDM will be affected with the realignment. Management replied, only that we will not have ready access to payroll clerks as we have been used to. The Union Co-Chair asked if there was any indication there would be more than the 30 jobs. Management stated that they have not heard of anything to that effect.

**Attendance Support Program** – The Union expressed concern that they are still getting reports that some managers are being aggressive when meeting with staff regarding attendance. Some staff feel they are being intimidated by the manager when they have their meeting. This process is not meant to be punitive, but the union felt that in some cases the managers are taking it too far. The Union asked if Management could reiterate to managers that this process is not meant to punish employees, but rather provide assistance where needed. Management is already in the process of planning a webinar to review the process.

Each ministry has their own threshold; MNDM's is 6.8. The Union asked if managers have the discretion to wait before having a meeting with an employee, until they match with counterparts in another ministry. For example, the GICs deal with the public on a daily basis and are certainly more susceptible to viruses, etc. and may require more than the normal 6.8 days per year. Their counterparts in (Ministry of Consumer & Business Services) have a higher threshold. Hardly seems fair when they have the same exposure to the public. Management stated that our threshold is low because historically we have had a very good attendance rate. However, Management agreed to consider this point further.

Management also said it might be a good idea to reacquaint staff with other programs that are available to assist staff such as EAP. There is also a dedicated spot for Wellness in our newsletter and this can be utilized to inform staff of what is available to them.

The Union asked that managers show more compassion in how they deal with staff and take into consideration the environment they work in.


**Action: Sue Lepage will raise the threshold issue at her next Disability Group meeting.**

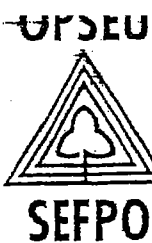
**Huntsville** – The legislative changes have not yet been done. Staff have been notified by letter.

**Paperless Pay Stubs** – Received notification that the Ministry of Finance is going paperless. Other ministries were asked if they would be willing to come on board. The Committee was asked if anyone had any concerns with this. One concern raised was how on-call or field staff would access it. Management stated this would have to be looked into further, but at this point it is the choice of the employee.

8. **Next Meeting** – December 1, 2004. This meeting will be held at the WGMC, 933 Ramsey Lake Road and will include a tour of the Lab.

  
Michel Lavoie, Union Co-Chair

 for  
Cleo Degagne, Management Co-Chair



# FOR MERC ACTION

Strategic Action from Local Employee Relations Committee  
(to be used when an issue is not resolved at LERC table)

Ministry:

Workplace Location:

Local #:

### Please use a Separate Form for Each Unresolved issue.

- ✓ Please include the specific details about the issue.
- ✓ Provide any documentation that may assist the discussion at your Ministry Employee Relations Committee (MERC).

Is the issue related to (please ✓):

- |                          |                                                          |                          |                                 |
|--------------------------|----------------------------------------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | Job Security and Article 20                              | <input type="checkbox"/> | Reasonable Efforts - Divestment |
| <input type="checkbox"/> | Employer's Corporate Initiative and work re-organization | <input type="checkbox"/> | Contract Interpretation         |
| <input type="checkbox"/> | Enforcing the Contract                                   |                          |                                 |
| <input type="checkbox"/> | Health and Safety                                        |                          |                                 |
| <input type="checkbox"/> | Other: (please identify)                                 |                          |                                 |

Statement of the Issue:

The Resolution sought by your Local Employee Relations Committee (LERC):

Date Issue was declared unresolved by your LERC:

Is the Relevant material attached?      Yes  No

LERC Minutes dated:

Correspondence. Please list:

### Local ERC Member Contact

Name:

Home #:

Address:

Work #:

FORWARD to: OPSEU Job Security Unit, 100 Lesmill, Toronto, Ontario M3B 2P8  
Fax: (416)448-7462

